

The

INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



Logansport State Hospital Employees Make Indiana History

Logansport State Hospital employees have made history in Indiana by winning a bid for a contract to provide dietary services to patients at the Hospital.

In February of this year, a process was started to reduce the costs of services at Logansport State Hospital. At that time, E. Mitch Roob, Jr., Secretary for the Family and Social Services Administration (FSSA), informed Logansport State Hospital's dietary department employees that FSSA planned to privatize their department, but they had an opportunity to respond to the market. And the dietary department employees did just that.

In order to proceed, 65 dietary employees decided that they would create a committee that would lead in the efforts to respond to the bid. The committee consisted of five employees who were voted on by their peers. Those five employees are: Mitch Eldridge, Store Clerk 5; Darlene Eckenboy, Cook 3; Shirley Sherman, Cook 3; Patricia Smith, Food Service Worker 4; and Thomas Spangler, Driver. Each person who served on the committee donated his or her own time to work on the project.

Secretary Roob asked Sid Norton, Office of Management and Budget, and Dorothy Henry, FSSA, to be liaisons to the committee throughout the process. Norton assisted the committee with cost allocations, while Henry facilitated the committee to think through a variety of approaches while compiling information for their proposal.

The proposal that the committee submitted to the Department of Administration on April 29th outlined changes such as cutting

full-time positions to part-time positions, modifying the way of buying food (such as purchasing less expensive cuts of meats, buying seasonal versus non-seasonal items, etc.), and closing three dining rooms and serving patients on different shifts. The proposal also added that the current dietary services employees

could handle the patients more effectively than a private company, since 60% of the patients have special dietary needs with which the employees are already familiar.

While drawing up the proposal, the dietary division employees realized how essential they were to the Logansport State Hospital and its patients. The process has given them a sense of ownership in their positions, and they now have a stake in their own futures.



Governor Daniels poses for a picture with the individuals who worked on the winning bid proposal. (L-R) Tom Spangler, Pat Smith, Sid Norton, Shirley Sherman, Governor Daniels, Dorothy Henry, Mitch Eldridge, and Darlene Eckenboy.

On May 17th, Governor Mitch Daniels traveled to the Logansport State Hospital to announce to the employees that their bid had won the food service contract. The employees' proposal was more cost-efficient than any of the competition, lowering the cost of each meal by almost \$2.50. Their bid will result in cost savings of \$750,000 to \$1 million per year for the State of Indiana. In addition, they will be providing food service for the North Central Juvenile Facility and the Logansport Juvenile Facility. Over 10 part-time positions and the position of Food Service Business Manager will become available as a result of the new contract, which will boost the economy of Cass County. Because of this, Cass County held a ceremony for the employees to thank them for retaining and adding jobs.

The FSSA contract will be effective July 1, 2005.

State Personnel Rolls Out Revisions of Standardized Policies

At a conference on June 10th for human resources directors, the State Personnel Department rolled out revisions to many standardized policies. Those policies can be reviewed at www.IN.gov/jobs/employeerelations click “standardized policies.” The policies are effective on July 1, 2005 (note: FML changes were effective on May 1, 2005, see May Interchange)

The revised policies use a new format, which all of the revisions involve changes in format clarifies the policy statement, scope, purpose and procedures of each policy in addition to specifying responsibilities and the person or agency responsible for the duty. The revisions contain more detail than did the previous statements thus enabling employees, supervisors, and managers to have one main location for reviewing all aspects of the topics covered.

The revised policies include Discipline, Holidays, Hours of Work/Work Schedules, Overtime Assignments, Workplace Harassment, and Leave Policies including Community Service, Emergency Conditions, Family-Medical, Funeral, Military, Personal, Sick, and Vacation. Here is a brief synopsis highlighting the major changes:

Discipline

- * Defines broad categories of conduct that constitute just cause for disciplinary action rather than the specific categories of Minor, Serious, and Severe misconduct; and
- * Eliminates a required progression, just application of the general principles of progressive discipline.

Holidays

- * Provides that four holidays (New Year’s Day, Independence Day, Veterans’ Day, and Christmas Day) can be observed on the actual calendar dates for operations with regular hours on either Saturdays or Sundays.

Hours of Work/Work Schedules

- * Places the responsibility for determining hours of operation, shifts or schedules and assigning employees to those shifts or schedules to the agencies without requiring approval of the State Personnel Department.

Overtime Assignments

- * Requires agencies to establish procedures for assigning overtime;
- * Continues the restriction on excessive overtime by any individual;
- * Allows each employee one “free refusal” of a mandatory overtime assignment in each of the time periods of January-June and July-December;
- * Charges family-medical leave for absences from mandatory overtime assignments declined for FML reasons.

Community Service Leave

- * Uses a revised form for requesting and verifying community service has been revised.

Emergency Conditions Leave

- * Applies only to conditions that make a worksite itself unsafe or unusable, not to weather conditions affecting employees’ commute.

Family-Medical Leave

- * Applies the federal eligibility requirements of 12 months employment plus 1250 hours worked in the immediately preceding twelve-month period;
- * Requires 30 days advance notice of foreseeable absences;
- * Requires that all available sick leave will be charged concurrently with FML if using FML for self, or for spouse, child, or parent who resides in the employee’s household; and
- * Changes the annual calculation from a rolling period to a fiscal year (July 1 – June 30)

Funeral Leave

- * Defines the familial relationship governing use of leave. “Steps” and “Greats” no longer included.

Military Leave

- * Combines rules, regulations, and policies into one location;
- * Implements Executive Order 05-18 providing differential pay and continuation of family health care benefits; and
- * Changes the 15 days of military leave without loss of pay to 15 days of paid leave.

Personal Leave

- * Clarifies practices and procedures in more detail than previous policy.

Sick Leave

- * Clarifies practices and procedures in more detail than previous policy.

Vacation Leave

- * Clarifies practices and procedures in more detail than previous policy; and
- * Requires advance notice except for concurrent use with family-medical leave.

Workplace Harassment Prevention

- * Expands prohibition against sexual harassment and the complaint procedure for such actions to also include allegations of harassment due to membership in a protected class.

... and in Other News Presented at the HRD Conference...

In addition to the changes mentioned in the Standardized Policies, upcoming changes in Background Checks, e-Recruiting, Performance Appraisals, and the State's Short/Long Term Disability Program were discussed.

Background Checks

In an effort to improve consistency and efficiency when recruiting top talent for state positions, a quantity purchase agreement (QPA) has been established with Barada Associates, Inc., to provide background investigations on applicants for state employment. Although agencies were already conducting investigations on their own, the new QPA will help make sure that all needed information is gathered in a consistent manner utilizing various multi-state and federal databases.

e-Recruiting

The State Personnel Department is in the process of implementing PeopleSoft E-Recruit. When the roll out is completed this fall, posting and applying for state positions will be easier, more efficient and user-friendly than ever before! Through applicant self-service, the new streamlined process will allow applicants to store an

electronic application within PeopleSoft and apply for multiple positions with just the click of a mouse. Job search agents can be set up to automatically notify applicants of openings as soon as they are posted, so never again will they miss out on the state job they've been waiting for! Current state employees can even pull over their training information from the employee side of Peoplesoft to include with their applications.

For agency HR staff, the expanded use of PeopleSoft will save time and effort. The job bank will be real time, so positions will be posted as soon as they are approved to be filled. Since applicants will be storing their state applications in PeopleSoft, there will no longer be a need for pre-entry, and agencies will be able to search the system for applicants with the experience and skills they desire.

Performance Appraisals

State Personnel, Department of Natural Resources, Department of Revenue, Department of Workforce Development, and Commission on Proprietary Education will begin a pilot program developing and refining a new performance appraisal system. The new system will provide more meaningful feedback to employees and help managers and supervisors better direct performance.

Disability Program

Effective July 1, 2005, employees must be employed for six (6) consecutive months before any absence can be counted toward the thirty-day elimination period and subsequent benefits period for short term disability. Additional changes to the Short/Long Term Disability Program will enable employees to improve their economic situations by encouraging light-duty opportunities and returns to work. Agencies will be encouraged to find light-duty assignments wherever practical and to work together to assist other agencies find such assignments for all state employees. At the end of the second year of physical disability, employees (less than 65 years of age) who cannot perform the work of any occupation for which s/he is reasonably qualified based on education, training and experience will continue to receive benefits under the State's LTD program. Employees who can perform work will be offered the next available position, within thirty miles of his/her designated work station before the onset of disability, at the same or lower skill level which s/he is legally qualified to fill and physically capable of performing. Should an employee decline three such employment offers, his/her employment will be terminated.

All of these changes will streamline HR operations throughout state government and improve effectiveness, which hopefully will result in better experiences for state employees. Additional changes will no doubt be occurring as opportunities for improvement are identified and developed.

THURSDAY, AUGUST 18TH



**STATE EMPLOYEE
DAY AT THE
INDIANA STATE FAIR**

Show your State Employee Identification Badge* at the gate for your FREE admission to State Fair FUN!

A few highlights planned for your day at the Fair:

- **Hoosier Lottery Day** - State Employees 18 or older will receive a coupon at the gate to exchange for a free scratch-off ticket at the booth in front of the Marsh Grandstand.
- **Midway Wristband Special** - All-Day Ride Survival from Noon-11:00 pm for only \$20.00 per person.
- **New: INDOT Truck Safety "Rodeo"** from 8 am-1 pm in the infield.
- Special appearance by **Batman in the Pfizer Fun Park** from Noon-6 pm.
- **Union Federal Bank Daily Parade** at 6:30 pm along Union Federal Bank Main Street.
- **Clay Aiken** at the Marsh Grandstand at 7:30 pm.



For more information about the Indiana State Fair, please visit indianastatefair.com

*Employees who do not have a State of Indiana Identification Badge must present a current paycheck stub and photo identification at the gate for FREE admission on August 18th.

TRAINING PROGRAMS

August 2005

Date	Time	Class	Cost
2	9:00 - 1:00	Information and Records Management	Free
3	9:00 - 3:00	Developing an AAP** HRCI Credits Approved*	Free
4	9:00 - 12:00	Decentralized Hiring** HRCI Credits Approved*	Free
9	8:30 - 3:30	Interpersonal Dynamics HRCI Credits Approved*	\$35
10	9:00 - 12:00	Developing an AAP for Veteran Writers**	Free
11	8:30 - 4:30	Pre-Retirement Seminar	Free
16	9:00 - 12:00	Selection & Interviewing HRCI Credits Approved*	Free
17	10:00 - 11:30	PERF: Your Retirement Program	Free
17	1:00 - 3:30	Hoosier S.T.A.R.T. "Investment Basics"	Free
23	8:30 - 12:30	Preventing Violence in the Workplace	Free
23	10:00 - 11:00	Ethics Orientation	Free
24	9:00 - 3:00	Conflict Resolution	Free
25	10:00 - 11:30	Ethics for Supervisors/Managers	Free
30	9:00 - 12:00	Sexual Harassment Prevention HRCI Credits Approved*	Free

NOTE: All classes will be held in the State Training Center except where noted.

*Human Resource Certification Institute (HRCI) credits information: <http://intranet.spd.state.in.us/training/0homepag.htm>

(Note: click on Human Resource Certification Institute (HRCI) Credits)

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).



Artwork provided by Jerry Williams, State Personnel Dept.

State Employee Discount Opportunity

20% OFF
of all services by
Kenny Maddox
(Indiana State Employees only)



State employees are entitled to a 20% discount on all services (hair cut, style, coloring, hi-lites, waxing, etc.) at Mass Appeal, located at 700 Massachusetts Avenue in downtown Indianapolis. Please call (317) 635-4737 to set up an appointment. In order to take advantage of the discount, please let the receptionist know that you are a state employee wishing to schedule an appointment with Kenny Maddox. A price list can be found at www.in.gov/jobs/special_projects/kenny.pdf.

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